



# eDNA Pre-Shipping Checklist



To avoid delays in processing your samples, please complete the following checklist when shipping.

## What to send to NGC:

- ☐ Filter cups and forceps (in the black “used equipment” bag)
  - These can be consolidated (nested) to reduce shipping cost.
  - Gloves may be discarded and used Ziplocs may be recycled.
- ☐ Unused kits (left in “clean” white bags).
- ☐ Pump
  - Clean debris from case (vacuum/shake) to avoid transport of aquatic and terrestrial invasive species.
  - Ensure the battery, charger, tubing, and filter cup adaptors are in the pump case.
- ☐ Duffel with protocol and bucket
- ☐ Tupperware (with extra envelopes and writing implements)
- ☐ Collected samples (in labeled envelopes please!)

## Data:

- ☐ Data is entered on the provided Excel template.
- ☐ Emailed the completed datasheet to the eDNA Coordinator.

## Shipping:

- ☐ Packages are addressed to:

Jennifer Hernandez  
eDNA Program Coordinator  
800 E. Beckwith Ave.  
Missoula, MT 59801

- ☐ PI’s name is written on the outside of all packages.
- ☐ Shipping notification and tracking (if available) are emailed.

## Additional Notes:

- Shipping samples on ice is unnecessary and may damage your sample if samples get wet.
- **We sterilize and reuse the plastics!** Please send them back.
- We will not begin processing samples until the datasheet is received.
- Please email [jennifer.hernandez@usda.gov](mailto:jennifer.hernandez@usda.gov) if you have any questions.